

Kansas Pre-Renovation Education Program

Confirmation of Receipt Form



Instructions: Complete all of Section 1, and either section 2, 3, or 4, depending on the method of delivery.

Section 1: Contractor/Landlord Information

Contractor/Landlord Name: _____

Address: _____

Phone: _____

Work site address: _____

Date: _____

Section 2: Delivery in person and owner/occupant signature obtained.

I have received a copy of the pamphlet, *Protect Your Family From Lead in Your Home*, informing me of the potential risk of the lead exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began. I also received notification of renovation stating where and when the renovation will be done.

Printed name of recipient

Signature of recipient

Section 3: Delivery in person; tenant signature *not* obtained

If lead pamphlet was delivered but a tenant signature was not obtainable, check the appropriate box below.

☐ **Refusal to sign**— I certify that I have made a good faith effort to deliver the pamphlet, *Protect Your Family From Lead in Your Home*, and notification of renovation to the rental dwelling unit listed below at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet and notification of renovation at the unit with the occupant.

☐ **Unavailable for signature**— I certify that I have made a good faith effort to deliver the pamphlet, *Protect Your Family From Lead in Your Home*, and notification of renovation to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet and notification of renovation at the unit by sliding them under the door.

Printed name of person certifying delivery

Signature of person certifying delivery

Section 4: Mailing Option. — As an alternative to delivery in person, you may mail the lead pamphlet and notification of renovation to the owner and /or tenant. This information must be mailed at least 7 days before renovation (Document with a certificate of mailing from the post office)

Printed name of person mailing

Signature of person mailing